

STATE OF CALIFORNIA

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PERSONNEL LETTER # 00-011
CSU ONLY

To: All Campuses in the Uniform State Payroll System

From: Ralph Zentner, Chief
Personnel/Payroll Operations Bureau

Re: CALIFORNIA STATE UNIVERSITY BARGAINING UNITS 02, 05, 07 AND 09
JULY 1, 2000 SALARY INCREASE

The agreement reached between the California State University (CSU) and Bargaining Units (BU) 02,05,07 and 09 employees provides for a General Salary Increase (GSI) effective 07/01/00. Additionally, employees in specific classifications will receive a Market Equity Adjustment (MEA) effective 07/01/00. Employees are not entitled to a Service-based Salary Increase (SSI) for Fiscal Year 2000/2001.

A GSI Employment History (EH) mass update is scheduled for Saturday, August 19, 2000 to post a 07/01/00 effective date GEN transaction. As a result, the EH Online System will not be available on Saturday for inquiry or update until approximately 10:00 a.m. If any problems are encountered with the update, the system may not be available until later or not at all.

Refer to Technical Letter HR/SA 2000-17 for further information on the GSI, MEA, SSI and other salary related changes. An attachment is provided detailing information and processing instructions for the above bargaining units. If you have any questions with the attached information, please contact your CSU Audits' Representative at the State Controller's Office.

General Salary Increase (GSI) and Market Equity Adjustment (MEA).

All employees in BU 02, 05, 07 and 09 are entitled to receive a 2% GSI effective 07/01/00. Additionally, employees in specific classifications will receive an MEA effective 07/01/00. The MEA percentage rate is based on the employee's classification. The MEA is combined with the 2% GSI effective 07/01/00. Refer to Technical Letter HR/SA 2000-17 for the MEA percentage rates and the affected classifications.

The maximum salary rate of several Unit 09 classifications will be based by a higher percentage rate than the rate increase provided to the employees in those classifications (refer to Technical Letter HR/SA 2000-17 for the affected classifications and percentage increase rates). Thus, employees at the old maximum salary rate will no longer be at the maximum salary rate for their classification and their anniversary date will need to be changed to '99/99'. The employees will be included in the EH mass update process to provide the salary increase (GEN transaction). After the update process, the Personnel/Payroll Services Division (PPSD) will manually correct the

GEN transaction (GENF transaction) to change the affected employees' anniversary date to '99/99'.

Employees with an appointment expiration date of 06/30/00 or prior will be included in the EH mass update. Campuses can access a list of the employees via the CIRS Compendium Report H50, Cycle 0007, under Campus Detail, General Salary Increase. Campuses must determine if the employees are to be re-appointed or separated and key enter the appropriate transactions.

Employees who separated prior to 07/01/00 may need an adjustment to their lump sum payments, if those payments extended beyond 06/30/00. A GEN transaction will not be posted. PPSD will identify the affected employees and manually adjust the lump sum payments. Employees with Red Circle Rates are not included in the EH mass update. PPSD will identify the affected employees and manually process the new GSI salary rate via the GEN transaction.

Employees on NDI, Supplementing with Catastrophic Leave Donations, are eligible for the GSI. If an employee was on NDI after 07/01/00, the EH mass update will post the GEN transaction and generate the new SI/MEA rate. The mass update will also correct any subsequent transactions with the new salary rate. However, the mass update cannot update EH records for those employees who were on NDI prior to 07/01/00. Therefore, PPSD will identify the affected employees and manually process the GEN transaction as well as correct any subsequent transactions.

Other Salary Related Changes.

Employees are eligible for a Merit Salary Increase (MSI) effective July 1, 2000. The increase will be processed by the campuses via the SCR transaction with Detail Transaction Code 50. Refer to Technical Letter HR/SA 2000-17 for further information regarding the MSI.

Employees are eligible for a Performance Based Salary Increase in the form of a one-time lump sum bonus. The campuses will manually process the bonus via the Payroll Input Process System.

Payroll Adjustments.

The majority of the adjustments resulting from the EH mass update for the 07/00 pay period regular payments, will be issued in the daily payroll cycle issue dated 08/22/00. Employees on direct deposit will have their adjustment payments posted to their accounts on 08/24/00.

Retroactive Charges.

All transactions as a result of the July 1, 2000 salary increase are considered to be non-controllable personnel and payroll transactions. The EH transactions and payroll adjustments resulting from the EH mass update should not be reflected on the Monthly Retroactivity Report. However, any EH transactions and payroll transactions that are either keyed by the campuses or processed by PPSD could appear on the campus' report (see Payroll Procedures Manual Section A 011 for further information). The campus can return the report identifying the items associated with the salary increase along with the appropriate explanation.

Campus EH Processing Information.

Based on the updates processed by PPSD, the following is a guideline for processing various EH transactions. The transactions should be key entered in the order indicated.

1. Separations effective 06/30/00 or prior:

- 1) GENV effective 07/01/00.
- 2) SXX.

2. Separations effective 07/01/00 or later, including Leaves Without Pay, (S49 and 565 transactions with Job Injury Code = 7), should be processed as usual with the exception identified in #3 below.

DO NOT VOID THE GEN TRANSACTION.

If the separation was keyed prior to the GEN transaction with the old salary rate (for 10/12 or 11/12 employees only), the transaction must be corrected as follows:

- 1) SXXC - enter the new total amount due in Item 810. When the amount due is key entered in Item 810, Automated Audit (AA) message '9564-01B' is generated. Attach the AA message to the PPT document and submit the transaction to PPSD for processing.
3. Employees on NDI/Leave of Absence Without Pay as of 07/01/00 and are to separate 07/01/00 or later with lump sum vacation/extra hours (Item 621) requested on the separation transaction:
 - 1) A57 or A58 effective same date as SXX and effective date hours = COB to change the salary to the GSI salary rate. Also, enter 'Lump Sum Only' in Item 215, EH Remarks.
 - 2) SXX.
4. Leave of Absences effective 06/30/00 or prior, including 565 transaction (with Job Injury Code = 7):
 - 1) GENV effective 07/01/00.
 - 2) SXX or 565.
5. Appointments effective 06/30/00 or prior and Item 450 = 1, 3 or 4:
 - 1) AXX.
 - 2) GEN effective 07/01/00 (enter GSI salary rate in Item 820, Assigned Salary Rate).
6. Appointments effective 07/01/00 or later and Item 450 = 1, 3 or 4:

No GEN transaction is required. However, enter the new GSI salary rate in Item 820, Assigned Salary Rate on the appointment transaction.
7. Reinstatements effective 06/30/00 or prior, including A57, A58, A68 and 565 with Job Injury Code = 4 (if prior status was Job Injury Code 7):
 - 1) AXX or 565.
 - 2) 15 effective same date of A68 or 565 to change Item 330 and/or Item 430 due to non-qualifying pay periods (if applicable).
 - 3) GEN effective 07/01/00 (enter GSI salary rate in Item 820, Assigned Salary Rate).
8. Reinstatements via the A57 or A58 transaction effective 07/01/00 or later:

No GEN transaction is required. However, enter the new GSI salary rate in Item 820, Assigned Salary Rate on the A57 or A59 transaction.
9. Reinstatements via the A68 or 565 transaction with Job Injury Code = 4 (if prior status was Job Injury Code 7) effective 07/01/00:
 - 1) A68 or 565 effective 07/01/00.

- 2) 715 effective 07/01/00 to change Item 330 and/or Item 430 due to non-qualifying pay periods (if applicable).
 - 3) GEN effective 07/01/00 (enter GSI salary rate in Item 820, Assigned Salary Rate).
10. Reinstatements (via the A68 or 565 transaction with Job Injury Code = 4 effective 07/02/00 or later, from an S46 or 565 with Job Injury Code = 7:
 - 1) A68 or 565.
 - 2) 715 effective same date of A68 or 565 to change Item 330 and/or Item 430 due to non-qualifying pay periods (if applicable).
 - 3) CRO effective same date of A68 or 565 to change salary rate to the new GSI rate. In Item 215, enter 'GSI'.
11. Transactions not identified above, process as usual.
12. If a correction to a previously keyed 07/01/00 effective date transaction (i.e., prior to the 07/01/00 effective date GEN transaction) is processed, AA 9320-02, ASSIGNED SALARY INVALID, PER CSU PAY SCALES may be received. Attach the AA message to the PPT document and submit the transaction to PPSD for processing. Refer to the Personnel Information Management System Manual for out-of-sequence processing (pages 11.4 through 11.8). If other AA messages are received, please contact your CSU Audits' Representative.

RZ:CAH:PMAB